



Centre for Research Collections: Honorary Fellows Scheme

The Centre for Research Collections (CRC) has a long tradition of working closely with scholars, information professionals and researchers who want to devote significant time to work on our collections. This work often has wider benefits for other people using the collections, for example through the creation of catalogue records, exhibition interpretation or research publications. Although this does not replace paid professional staff, people who generously give their time and expertise are an increasingly important part of the CRC team. We want to strengthen the collaboration and to recognise these individuals through the creation of a Fellows scheme. This document provides a framework for the award, management and expected outputs of Fellowships, and describes the undertakings on both sides. It will be publicised in order to grow the number of Fellows, who we would like to see develop as a group. A strong cohort of Fellows will be invaluable in working together to provide advocacy and additional support for the CRC as our collections and services continue to expand.

The scheme is separate to the University scheme <https://www.ed.ac.uk/student-administration/graduations/honorary/fellowship-procedure>

What is the CRC looking for in a Fellow?

- An advocate for the CRC, its collections and services.
- An individual with an area of expertise that will contribute to CRC business.
- A regular, and agreed, time commitment. This will vary from individual to individual depending on availability and the nature of the work undertaken, but is expected to be no less than 120 hours over a 12-month period.
- Engagement with the workplanning process to ensure that the Fellowship generates meaningful results for both parties.
- Ongoing communication and reporting to develop both individual Fellowship activity and the scheme as a whole, and to disseminate outcomes.
- Adherence to all relevant University policies on conduct in the workplace, health and safety, security and privacy, e.g. <http://www.ed.ac.uk/records-management/freedom-of-information/guidance-policies/honorary-position-holder>
- Adherence to the CRC Operational Manual.

What can a CRC Fellow expect from the scheme?

- Access to CRC facilities, including a University of Edinburgh email address, access to online resources and a dedicated Fellowship hot desk within the CRC.
- Access to world-class collections and support from expert CRC & Museums staff.
- A welcoming and inclusive work environment in which the Fellows' contributions are highly valued.
- A named contact who will provide appropriate induction and ongoing support.
- CRC-led networking and sector support.

How is a CRC Fellowship managed?

- Fellowships are available by application via email to the Head of the Centre for Research Collections, enclosing a statement of interest and the names of two referees.
- The CRC Fellowship confers an honorary position. The Fellow is not an employee of the University, and has no contract of employment, but works under the auspices of the CRC on an unpaid basis. The award of a CRC Fellowship is by agreement from the Head of Special Collections/Head of Museums.
- The Fellowship will last 12 months in the first instance to be reviewed annually, and recurrent year on year.
- The Fellowship can be terminated at any time, by either party, outwith the annual review with one month's notice. Non-compliance with the Fellowship agreement will result in immediate suspension, and possible subsequent termination, of the Fellowship.
- The work that the CRC Fellow undertakes will be tailored to each individual Fellow's expertise and interests whilst contributing to the business of the CRC as a whole.
- Each Fellow has a nominated primary contact within the CRC. This is the member of staff that leads the area in which the Fellow is positioned, or responsible for the collection that forms the basis of the Fellow's activity. A Fellow's focus and workplan is developed in collaboration with the primary contact, and agreed by the Head of Special Collections/Head of Museums. The work of the Fellowship scheme will contribute to the overarching CRC & Museums workplan for the year. The Fellow and primary contact will agree the level and frequency of contact as appropriate for the individual and their work.
- The activity of the Fellowship scheme is reported by the main contacts to the Head of Special Collections/Head of Museums on a regular basis, with an official meeting every 6 months, and disseminated via University of Edinburgh reporting structures as appropriate.
- Intellectual property rights in any outputs created by the Fellow (e.g. metadata, exhibition interpretation) are agreed between the Fellow and primary contact via email; the default position is that the rights are held by the University of Edinburgh unless explicitly agreed otherwise.
- The Fellowship scheme is underpinned by an agreement that must be signed and adhered to – to accept the terms and conditions outlined above and general confidentiality principles, as follows.

Agreement

I hereby accept the terms and conditions of a CRC Fellowship as described in this document.

Confidentiality

1. I hereby undertake not to use, nor disclose to any unauthorised person, any confidential information relating to or received from the University of Edinburgh ("the University") for any reason unless expressly authorised by the University, or required by law. I understand that this applies both during the term of my employment/voluntary work and after its termination.
2. Information may be classified as 'confidential' if the University would not release it in response to a request made under the Freedom of Information (Scotland) Act 2002. Information is also confidential information if it is clearly marked as such or by its very nature is evidently confidential. This includes but is not limited to financial information, information held on staff or student personal files and research data.
3. I understand that the use and disclosure of all information about living, identifiable individuals is governed by Data Protection legislation. I will not use or disclose any personal data I acquire during my work for any purpose that is or may be incompatible with the purposes of that work.
4. I understand that I am required to keep all confidential and personal data securely, and undertake to follow all relevant local procedures in doing so.
5. I hereby undertake to ensure that all records provided or created for the purposes of this agreement, including any back-up records, are passed back to the University contact or deleted as directed, once I have received confirmation that the voluntary work I was employed to do has been satisfactorily completed and all the required information has been provided in accordance with the University's wishes.

Name:	
Based at:	
Start date:	
Primary contact:	
Main objectives for role:	
Agreed time commitment:	
Signed (Fellow and primary contact):	
Date of agreement:	

Jacky MacBeath
Head of Museums and the Centre for Research Collections
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